

### North Carolina Agriculture Cost Share Program Review Summary (October, 2016)

County	Davidson	Date of Previous Review/Report	November 2011
District Staff Name(s)	Andy Miller, Lloyd Phillips	Date	October 26, 2016
NRCS Staff Name(s)	Kay Anderson, Darron Felton		
Division Representative(s)	David Harrison, Ralston James		
Additional Participants	David Smith, Ben Hege		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	2 <sup>nd</sup> Wednesday of each month. Next meeting is set at end of the last if alterations are needed.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Notice on the district door.		X			

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<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	Advertised by public meetings and production meetings. Applicants bring in the concern and staff determine the program to fit the concern. Conservation practices are based on site visits. Then develop the BMPs needed and engineering needs determined.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Technical assistance is offered for both non-cost shared and other practices.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	yes		X			
Applicants are limited when applying for incentive BMPs. How does the district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	Tracked by local knowledge and ledgers. Yes, for the form.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Not a problem in this county. If the opportunity occurs, it would be tracked in the same ledger as the incentive payments		X			
At what point in the application process does the district develop the contract? Describe this process.				X	Contract may be submitted with the application. Staff collects field data, and then designs and develops the contract.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Contract is reviewed with the applicant and it is explained that work cannot begin without the Division's approval. It is explained that work must start within a year.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from the discussion and vote then contract is referred to the Commission. Actions are noted in minutes.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	yes		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	yes		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	yes		X			

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What procedures do you follow for notifying the applicant that work can begin?				X	Copy of contract is sent to the applicant along with the conservation plan		X			
What information do you provide the applicant?				X	Conservation plan and any design information.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Staff provided design layout and inspection during construction and checkout.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.	X				Information is labeled on contract folder to keep track. Follow up phone call as time comes close.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Rarely needed. Sometimes due to weather issues.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	CPA-6 notes, signed off on the design sheet, and noted on the folder,		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. As-built plans are noted in red.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	yes		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	yes		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				X	Yes. David Smith is designated as signatory with Ben Hege second		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	Spot checks are done in May over a couple of days with at least one supervisor.		X			

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How does the district randomly select which contracts to spot check?				X	Random number of active contracts		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.</i>				X	Yes,		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes. one pond		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	None in this county		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Notify NRCS through the District Conservationist		X			


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<p>The North Carolina Statute 02 NCAC 59D.0107(f) states that, "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."</p> <p>How does your district notify individuals that have destroyed or mismanaged a BMP?</p>				X	Violation is discussed with the supervisors during the next board meeting. A letter is sent to the applicant describing the discrepancy and the time frame for corrective action. Staff offers to meet to discuss corrections.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Supervisors are notified at the next District board meeting		X			



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Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes. Once corrected, this is noted as well.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	This has been a rare occurrence and has not contested because it usually involved a change of use.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>		X			Will begin.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	Spreadsheet		X			
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	The District uses these as a backup to the in-house ledgers.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the county finance department. There is a county audit.		X			







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Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Lloyd Phillips		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds are handled by the county		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	yes		X			


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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number:29-20117-001 Applicant Name: James Davis BMP: Dry Stack				X	Practice looks good.		X			





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Contract Number:29-2007-006 Applicant Name: Ricky Varner BMP: Dry Stack 				X	Practice looks good.		X			
Contract Number:29-2007-008 Applicant Name: Todd Varner BMP: Dry Stack 				X	Practice looks good.		X			



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Contract Number:29-2008-018 Applicant Name: Keith Sink BMP: Lagoon Closure 				X	Area is well maintained		X			
Contract Number:29-2009-010 Applicant Name: Percy Snyder BMP: Pasture Renovation 				X	Only requires normal maintenance		X			

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Contract Number:29-2009-015 Applicant Name: Luther Fritts BMP: Pasture Renovation 				X	Practice looks good.		X			
Contract Number:29-2010-003 Applicant Name: Eagle Hill BMP: Lagoon Closure 				X	Area is being maintained well		X			


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Contract Number:29-2011-009 Applicant Name: Tammy Allen BMP: Cropland Conversion 				X	Practice looks good.		X			
Contract Number:29-2011-016 Applicant Name: Jim Davis BMP: Tanks / Fencing 				X	Practice looks good.		X			

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Contract Number:29-2012-805 Applicant Name: Green Dell BMP: AgWRAP Pond 				X	Practice looks good.		X			
Contract Number:29-2013-002 Applicant Name: Rodney Fulton BMP: Litter Spreader 				X	Equipment is in very good condition.		X			



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Contract Number:29-2014-004 Applicant Name: Danny Young BMP: Cropland Conversion 				X	Practice looks good.		X			
Contract Number:29-2015-009 Applicant Name: Donald Meyers BMP: Livestock Exclusion 				X	Practice looks good.		X			



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Contract Number:29-2016-002 Applicant Name: James Kimbrell BMP: Sod-Based Rotation 				X	Practice looks good.		X			